

NRCS Employee Exit Checklist

Employee Name:

Supervisor Name and Phone #: /

Duty Station/Physical Location: /

Estimated / Actual Departure Date:

Checklist Start Date: Completion Date:

1 Facility

			Assigned to	Completed
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Badge and/or Lincpass [HSPD-12]	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Parking Permit	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Keys/Key Card	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Other: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

2 Access / Account Management (SAAR Tickets**)

A Hardware/Software

			Assigned to	Completed
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Workstation / Laptop	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Special Software	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Documentation	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Special Hardware	<input type="text"/>	<input type="checkbox"/>

B Active Directory/Email/Phone

			Assigned to	Completed
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Disable Exchange Account (e-mail)	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Disable Active Directory Account	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Disable Phone/Voice Mail	<input type="text"/>	<input type="checkbox"/>

C Mobile Access System (MAS)

			Assigned to	Completed
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	1-800 Dial Up Account	<input type="text"/>	<input type="checkbox"/>

D Remote Access

			Assigned to	Completed
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Cisco VPN Account	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Checkpoint SecuRemote VPN and Firewall Certificate	<input type="text"/>	<input type="checkbox"/>

NRCS Employee Exit Checklist

E Departmental Computer Centers Accounts

☐ Yes ☐ N/A NITC

☐ Yes ☐ N/A NFC

Assigned to

Completed

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F OCIO-ITS Hosting (Web Farm) Accounts

☐ Yes ☐ N/A Database(s)

☐ Yes ☐ N/A Domain(s)

☐ Yes ☐ N/A Local User

☐ Yes ☐ N/A SuperUser/Admin/Root

☐ Yes ☐ N/A System / Application

☐ Yes ☐ N/A WebTrends

☐ Yes ☐ N/A WebMaster / Web Author

Assigned to

Completed

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G Miscellaneous (not SAAR Ticket)

☐ Yes ☐ N/A NRCS Applications (as appropriate)

☐ Yes ☐ N/A SCIMS

☐ Yes ☐ N/A Customer Service Toolkit

☐ Yes ☐ N/A ProTracks / Fund Manager

☐ Yes ☐ N/A Other:

☐ Yes ☐ N/A Enterprise Contingency Planning Program (ECP/EDRPS account)

☐ Yes ☐ N/A CodeBeamer/Subversion Account

☐ Yes ☐ N/A SharePoint – Site Name

☐ Yes ☐ N/A

☐ Yes ☐ N/A Other:

Assigned to

Completed

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3 eAuthentication Account

☐ Yes ☐ N/A Employee (should be an automatic disable through personnel action)

Assigned to

Completed

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NRCS Employee Exit Checklist

4 Magic /Merlin Ticket

A Wireless Devices

- | | | |
|------------------------------|------------------------------|--------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Cell Phone & accessories |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Blackberry & accessories |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | BroadBand Card |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | PDA and Accessories |

Assigned to

Completed

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

B FTS (Federal Telecommunication Services)

- | | | |
|------------------------------|------------------------------|-----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Calling Card |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Instant Meeting (Conference) Card |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | GETS card |

Assigned to

Completed

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

C Work at Home / TeleWorker

- | | | |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Computer Equipment (Printer / Fax / etc) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Phone Line |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Fax Line |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | DSL /Network service |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Furniture (not Magic Ticket) |

Assigned to

Completed

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

D Outlook ug (User Groups)

- | | | |
|------------------------------|------------------------------|--------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Update Outlook UG's (all applicable) |
|------------------------------|------------------------------|--------------------------------------|

Assigned to

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Completed

<input type="checkbox"/>

5 Management Services

- | | | |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Fleet Credit Card |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Central Supply Card |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | GSAXcess |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | CPAIS |
| <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | Purchase Card Management System (PCMS) |

Assigned to

Completed

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

NRCS Employee Exit Checklist

6 Financial Management

Assigned to

Completed

<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Travel Card	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Outstanding Travel Balance/Last Voucher Completed	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Relocation Outstanding	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Last Timesheet Submitted	<input type="text"/>	<input type="checkbox"/>

7 Human Resources

Assigned to

Completed

<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Metro Check or Transportation reimbursement	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Background Investigation - Cancel	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Student Loan Repayment	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Post Employment Restriction/Frick Form	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Employment Agreement(s)	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Civil Rights Exit Interview	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	SF-52 Initiated	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Performance File Close out	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	Other Indebtedness / AD-139 - Final Salary Payment Report	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	National Security Debriefing	<input type="text"/>	<input type="checkbox"/>

8

<input type="checkbox"/> Yes		Employee signed Security Clearance Exit Interview (H270.605 - Reporting Procedures - 605.1 Entrance and Exit Conference - Glossary 615.8).
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SUPERVISOR: _____ **Date:**

RETURN THIS FORM TO YOUR SERVICING HUMAN RESOURCES OFFICE AFTER YOU HAVE COMPLETED YOUR PORTION(S) OF THE FORM.

****The URL for Magic Merlin Service Desk Express is: <https://merlin.sc.egov.usda.gov/sde/> (for SAAR tickets)**

The URL for the Magic Merlin Self Service module is: <https://merlin.sc.egov.usda.gov/helpdesk/>